

Picatinny Arsenal
School Age Services
Before & After School Care
Summer Day Camp
Full Day Kindergarten



Parent Handbook

Updated January 2010

School Age Services Before & After School/Day Camp Program
Handbook and Reference Guide
Picatinny Arsenal, New Jersey

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Picatinny Arsenal School Age Services Mission Statement:

It is the mission of the School Age Services Program to provide quality care for children between the ages of five and ten years, the opportunity to perform their particular mission, and know that their children will be cared for in a nurturing and enriching environment.

The program allows children the chance to participate in numerous types of activities, as well as many social events.

The programming elements stem from the four service components:

Sports and Fitness
Leisure and Recreation
Life Skills and Citizenship
Mentoring and Support Services

Hours of Operation

Before School.....0700-0800
After School.....1430-1730
Full Day Sessions.....0700-1730

School Age Services is open twelve months per year. During the months of September through mid June, the program operates a before school environment and directs the children onto their bus to depart for school. We also have a full day Kindergarten program from 0900-1500. Upon their return from school, children are greeted coming off of their bus and are cared for until either their parents/designees pick them up, or the program closes for the end of the workday. The normal business hours for the program are 0700-1730 daily (Mon-Fri).

During the summer months (mid June through the latter part of August), the program serves as a summer camp for up to 120 children. Within the summer camp, the children enjoy many activities, swim at the Aquatic Park, participate in 4-H projects and attend weekly field trips and special events.

A late fee policy is in effect after 1730 hours and is based on a \$1.00 for every 1 minute.

School Age Services is closed on all Federal holidays, command excused absences and administrative dismissals, the day after Thanksgiving, Armed Forces or Employee Appreciation day, weather delays and early dismissals. During inclement weather, there is a toll free hotline telephone number to call. The number is 1-973-724-4021. Also, when possible the voice mail messaging system for 724-5555, will be changed to reflect any delays or closings for the program. There are also local radio stations to listen to for delayed openings and /or base closings would be:

NJ-102.3 FM-WSUS, 105.5FM/1250AM-WMTR/WDHA, 103.7 FM WNNJ, 94.5 WFME
PA- 1230AM/99.9 FM WODE, 1060 AMKYM 840 AM/93.5 FM WSBG
NY 710 AM WOR, 1490 AM/96.7 FM WDLC/WTX

*In the event that Picatinny Arsenal closes during SAS/Day Camp operational hours parents, guardians, or child release designees will be notified by CDS/SAS personnel and will be requested to pick up their children within thirty (30) minutes.

PROGRAM ENROLLMENT AND ADMISSION REQUIREMENTS:

Enrolling Children with Special Needs

All children enrolled in Child and Youth Programs will complete a Special Needs Assessment form. If a special need is identified (i.e. asthma, food allergies) parents may be required to provide medical information. A Special Needs Advisory Panel (SNAP) would meet to evaluate the ability of the program to best meet the child's needs. For more information on the SNAP, please ask to see our Standing Operating Procedure for the Special Needs Advisory Panel. Please also see, Administration of Medication Policy, pages 20-22 in this handbook.

Enrollment Policies

Children enrolled in all Child and Youth Programs located on Picatinny Arsenal are required to complete all necessary forms in accordance with AR 608-10 and local policies. A complete registration packet shall be given to new patrons. Upon completion of the packet, parents shall set up an appointment time with the CDS Central Enrollment Clerk. Together, all forms shall be gone over for completeness, along with a question and answer session concerning the packet and program facts.

Enrollment Fees & CYSS Subsidies:

Summer Camp patrons must pay a \$20.00 non-refundable deposit for each week reserved per child. The \$20.00 deposit will be applied toward the tuition payment for the reserved week. The deposit will not be applied to any week other than the one(s) reserved if weeks are dropped after enrollment.

A variety of subsidies are available for CYSS patrons, such as:

Army Family Covenant Respite Care

Army Community Services Respite Care

Second Child Discount

Employee Discount

Part Time Discount (Child leaves our program to go to another program) Ex: summer school

Registration Requirements

A Sponsor must possess a current Military Identification and Privilege Card or an ARDEC Civilian Identification Card.

* Parents or guardians must complete and sign each copy of the following forms for each child before the child will be accepted into any of the CDS programs:

1. Child Health Assessment (DA Form 5223-R). It is mandatory that your child/ren be seen by a doctor for a routine physical examination. This form must list an up-to-date immunization record and must be signed by the doctor. A new form will be required every 3 years or every year if your child has special needs. If your child has any food, drug, or environmental allergies or any other medical condition that the program needs to be aware of, these conditions need to be addressed on this form. **IF** your child has a medical condition which warrants the administration of medication, such as Ritalin or an Inhaler, a supplemental form to the DA Form 5223-R will need to be completed and signed by a physician for submission to and approval by the Community Health Nurse and the SNAP.
2. Copy of a current immunization record. Which needs to meet the requirements set by the Community Health Nurse.
3. Application for Department of Defense Child Care Fees (DD Form 2652). This form clearly requests information regarding military and civilian earned income for sponsor and spouse. All fees are based on total family income.
4. Internet Agreement. This form states the purpose of free internet access in the SAS program, and requires acknowledgement of all rules by both the patron and child. Any patrons not wishing their child to have free access to the Internet must complete and sign the bottom section of this form. Our Tech Specialist will be responsible for acquiring signatures.
5. Basic Care Item Treatment Sheet. This form gives the program permission to maintain basic care items for each child. (See Approved Basic Care Item List Attachment at the end of this handbook.
6. A Program registration form will be required per family.
7. (USDA) Child and Adult Food Program Eligibility Application. This form is completed once a year (if applicable to the program).
7. The Family Care Plan (DA Form 5405-R) (AR600-20) for Single and Dual Military Parents. This form must be reviewed annually.

** Parents or Guardians must present a current immunization record for each child at the time of registration, if a Health Assessment form is not available with a doctor's signature or the child has received immunizations since the previous enrollment.

**** The Chief of Preventive Medicine or Health Consultant must approve A WAIVER OF IMMUNIZATION due to medical or religious reasons in writing** prior to admission into the program. Children with waivers will be excluded from the program in the event of a vaccine preventable communicable disease outbreak.

It is the parent's or guardian's responsibility to keep all registration forms up-to-date. Failure to do so could result in suspension of services. (AR608-10, 2-19)

SUMMER CAMP PROGRAM:

SAS Summer Camp Program runs for 9 consecutive weeks during the summer months when school is not in session. Advanced registration will be offered to patrons who are of active duty military personnel and active duty reservists or reservists during periods of active duty, active duty National Guard or reservists during periods of active duty and all children presently enrolled on a regular weekly basis in the School Age Services Program.

All remaining slots will be filled by means of a lottery. All other eligible patrons will complete an application form supplied by the SAS program and bring it to building 3156 before the advertised deadline. Applications will be placed in a standard business size envelope with no external writing. One application will be completed for each family, and will list all children in the family to be enrolled and the week's care is requested. The patron or a designee will place the envelope in a locked container at the SAS building.

On the advertised date, forms will be drawn from the container one at a time. A recorder will list the names on a chart in the order in which the applications were drawn in priority order until all the envelopes have been opened. The CDS Administrative Asst. will notify patrons either by telephone or by e-mail as to what their position is on the lottery list.

Any person-seeking placement with the camp program after the lottery will be placed at the bottom of the list in order of the date of application. Several spaces will be reserved for newly transferred military families until the month prior to camp. Military families will have priority on the list for the duration of the summer camp, but civilians are not displaced once all spaces have been assigned.

Priorities in order of priority

- a. Children of active duty military personnel, active duty reservists, and active duty National Guard or reservists during periods of active duty, children of active duty coast guard and all children presently enrolled on a regular weekly basis in the School Age Services program who are single parents or dual working parents.
- b. Children of DOD civilian employees working at Picatinny Arsenal.
- c. Children of DOD contractors working at Picatinny and employees of the Picatinny Federal Credit Union.

WAITING LIST - SAS/DAY CAMP

Sponsors who enter the Day Camp “lottery” or request SAS services that cannot be placed into the programs due to insufficient space are placed on a Waiting List. Sponsors must provide their home/work/cell telephone number and/or e-mail address for future contact. When a vacancy occurs, sponsors on the Waiting List will be contacted at all the numbers and/or email address listed with the program. If there is no response by close of business of the second day, the next individual on the list will be contacted.

WITHDRAWAL FROM SAS/DAY CAMP PROGRAM

SAS program (Sept to June) fees include a two week vacation period. A patron may withdraw their child for two weeks during the school year without payment of fees or loss of space. A vacation week consists of 5 consecutive business days when the child will not attend the program. A withdrawal form must be submitted to the SAS office to obtain a vacation week credit. A two week notice for vacation or permanent withdrawal is requested for the school year program.

For Summer Camp, patrons sign up on a weekly basis. A patron is responsible for payment of the camp week fee unless a withdrawal form is completed and given directly to the Day Camp Director or CDS Clerk thirty (30) calendar days prior to withdrawal from the SAS/Day Camp program. The sponsor must submit this withdrawal in writing to obtain a release from their financial obligation.

PARENT INVOLVEMENT:

Parental Involvement Within School Age Services

As parents, we know that you are busy with your work schedule. **But**, we do want you to know that we are constantly urging you to take a little of your time and enrich the program and the children within SAS with some of your valuable knowledge/experience. Of course, we will be here to support you in the celebration of your child's birthday and any other occasion that you might want us to share. We are asking you also to give to the program in a way that will allow children of different families, backgrounds and cultures to experience something which may be unique to your and your hobbies or history. If you can give just one day a year for the benefit of the program, we will all become much more educated through shared knowledge!

Parent Orientation

Upon entry to the program, the parents of a child (as well as the child if possible) shall receive an orientation to the program. This shall consist of a tour of the building, introductions to all staff and a generic overview of what transpires on a daily basis. Show the family a copy of the current calendar and discuss any possible questions that the family might have. Parents are always encouraged to participate in any aspect of the program to include, but not limited to, field trips, special activities, and parties.

Parent Visitation

The SAS Program encourages parents to visit and spend time with both their children as well as participating with activities involving other children within the program setting. On a daily basis, it is extremely important that direct communication is made with as many parents as possible, even if it is a simple "hello" and "good-bye." It is amazing how a relationship can be fostered by simply acknowledging someone's presence. If a child has had an occurrence, which is worthy of notifying their parent, when they arrive to pick them up, this is a perfect opportunity to have a discussion with them. Occurrences are to be both good and bad. A parent deserves to know if their child has done something exceptionally well, as well as if their child had a difficult time at something. If at any time a parent wants to have a formal conference, time shall be allotted for this conference. If possible during business hours, but if this is not possible, a conference shall be set up for after 1730 hrs.

SAS will publish a calendar on a monthly basis acknowledging special events. It will highlight activities that we would strongly encourage parental participation.

Parent Orientation

Upon entry to the program, the parents of a child (as well as the child if possible) shall receive an orientation to the program. This shall consist of a tour of the building, introductions to all staff and a generic overview of what transpires on a daily basis. Families will receive a copy of the current calendar and we will happily discuss any possible questions you may have about our programs.

Ways To Involve Families In The Program

SAS will publish an events calendar acknowledging special events. The calendars highlight activities that we would like parents to possibly partake in.

Opportunities for Family/Staff Communication

At any time of day, you as a parent may request a formal conversation about your child(ren) and/or the program and its intentions. This conversation may be with either staff members or the director or both (providing coverage of the program is sufficient). We at School Age Services firmly believe that this is a family program and we are here for the needs of you and your children.

Upon your arrival or departure, you should be greeted directly by at least one staff member in a way that is cordial and receptive. If at this time you would also like to discuss the adventures of your child and that day, please feel free to request an impromptu conference and again, provided program coverage is willing, a conference shall be had.

We will discuss **your** child and what may have transpired. We will not discuss any other child and what they might or might not have done outside of what directly impacts your child. Nor shall we discuss any possible disciplinary actions taken against any other child other than yours.

Generally, if a major activity is going to take place within the program, notification shall be given both orally and written messages. Some examples of these may be parties given through SAS, special events, and closures due to holidays.

Parental Input in to the Program and Activities

As stated earlier, parent involvement is strongly encouraged, as this program is yours and your children's! Each quarter, a PAC (Parent Advisory Committee) is held at 1200. You are strongly encouraged to attend as issues directly relating to child and youth programs located on Picatinny Arsenal are discussed with the Chain of Command within Morale, Welfare and Recreation.

Of course, if this is not the proper forum for what you would like to discuss, the door is always open in SAS and any topic is open for discussion. We are constantly striving to serve you and your child better! Consequently, any suggestions that you might have are always welcome.

Activities Within School Age Services

During our hours of operation, your child shall participate in many varied types of activities. We offer formal (adult directed) craft type projects as well as informal (projects that the children generate themselves). All parents shall be approached about their child's homework and do you want your child to do their work during our program or would you prefer that it is done at home, or leave it up to your child. Our computer lab is also there for the benefit of the children. Priority is given to children that might be completing a homework assignment as opposed to playing games, but rest assured, your child would get an opportunity to utilize the computer lab if desired. The children participate in games both indoors and out of doors on a regular basis. They also participate in 4-H projects and Boys and Girls Club programming.

Children of school age years do have a mind of their own and shall perform in activities that they choose to participate in. The youth are given the option of a variety of tasks and they pick from the provided field. If this topic warrants more discussion, please feel free to speak with the SAS Staff.

CHILD GUIDANCE/DISCIPLINE:

Discipline

SAS personnel will discipline in a consistent way, based on an understanding of the individual needs and behavior of each child at his/her various developmental levels.

Simple understandable rules have been established so that exceptions and limitations are clearly defined.

Discipline for routine problems will be constructive in nature, including such methods as diversion, separation of child from situation, praise of appropriate behavior, or gentle physical restraint.

*Biting, spitting, physical violence, verbal abuse, defiance of authority, and vandalism are unacceptable and will result in written reports and possible expulsion from the program.

Parents will be notified of all disciplinary actions and a conference will be arranged, if needed.

*If a child is having problems adjusting to the program, a conference will be arranged between parent and staff.

Suspension Policy

1st Offense: Suspension for the following day program is in operation.

2nd Offense: Suspension for 3 days.

3rd Offense: Suspension for a week.

4th Offense: Suspension from the program.

****Please note that no refunds will be issued if a child is suspended from the SAS/Day Camp Programs.**

The program reserves the right to dismiss a child for any offense that is so severe that another child/counselor, etc. is placed in a dangerous situation which jeopardizes the health, safety, or general well-being of those individuals. This will be done through staff, parents, and the Family Advocacy Team.

Re-admission procedures will be based upon the commendations From the Family Advocacy Team.

ACCIDENTS AND ILLNESS – EMERGENCY PROCEDURES:

In case of illness, temperatures will be taken, a rest area arranged and parents will be called.

****In case of accidents:**

1. First aid action will be taken.
2. Security will call Ambulance (Via 911 / 6666)
3. Child will be taken (if necessary) by Ambulance to Emergency Room
4. Parent will be notified.
5. CDS/YS Coordinator will be notified.
6. Safety will be notified.

****In case of minor accidents:**

1. First aid action will be taken, such as ice packs or Band-Aids.
2. Parents will be notified in writing at the end of the day.

Emergency Telephone #'s:

FIRE-----911 or 6666
AMBULANCE-----911 or 6666
CLINIC-----x4-2113
POLICE-----x4-6666
POISON-----9-1-800-POISON
OFFICE (SAS)-----x4-5555
OFFICE (CDC)-----x4-4337 OR x4-4337/ x4-9055
COORDINATOR-----x4-4994
SAFETY OFFICE-----x4-4743
CHILD ABUSE REPORTING POC-----974-724-6666 (Picatinny Police - 24/7)
FAMILY ADVOCACY PROGRAM MANAGER -x4-3568 (Duty Hours)

USDA/FOOD SERVICE:

The food served within SAS follows USDA Guidelines and portions also follow the guidance of USDA. Children in the before and after school program shall be provided breakfast and lunch on full service days during the school year. **Meals will be provided during the Summer Camp Program and one afternoon snack. All meals and snacks are “Peanut Free” and will contain no food items that contain peanuts. Please help us by adhering to this policy when packing your child’s lunch.**

TRANSPORTATION OF CHILDREN WITHIN SCHOOL AGE SERVICES:

Within SAS, we sometimes need to transport children to various sites on Picatinny Arsenal in

order to participate in an activity. We have school buses that are used for this purpose. It is against New Jersey State Law to transport children affiliated with an educational type endeavor (which before and after school care is) without obtaining a commercial driver's license. Consequently, no trips may be planned for off of Picatinny Arsenal without bus transportation or a staff member driving who has received a CDL.

Transportation on summer camp field trips will be provided through contractual services.

DAILY ADMISSION AND RELEASE POLICY:

1. Children enrolled in the SAS/Day Camp Program will be delivered directly to and picked up from their designated care setting by parents or release designee. Parents need to park in designated parking spaces ONLY. They need to turn motors off and bring any children who are in their vehicle into the SAS program. Children may not be left in a vehicle unattended. Children must be signed in and out of the program daily using the provided swipe cards. See Signing Children Into and Out of the School Age Services Program (below).
2. Unless prior written arrangements have been made with staff, only parents or parent designees shown on DA Form 4719 may take a child from the SAS Program. Adults picking up the child/ren, other than the parent, may be asked to show proof of identification.
3. School-age children may not leave the SAS Program unaccompanied. (AR608-10, 4-8)
4. Children may not be released to siblings or other children under age 13 unless approved by the Child Development Services Coordinator on a case by case basis. (AR608-10,4-8)

Signing Children Into and Out of the School Age Services Program

If your child shall be departing for school from Bldg 3156, a form is located in a clipboard on the counter of the SAS Program. A swipe card with your child's name will be located at the computer at the entrance to the program. Please swipe your child in upon your arrival. Upon departure to school, a staff member shall swipe out the children. When school has completed, the children shall be monitored coming off of the bus. At that time, a staff member shall swipe the children back into the program. At the end of your workday, please remember to swipe your child out.

Touch Policy for School Age Services/Youth Services:

- (1) Appropriate touching involves:

* Recognition of the significance of physical contact as an important part of nurturance and guidance for youth.

* Allowing only open interactions and no actions that are designed to occur in secret hidden locations.

* Requesting permission prior to touching any youth. and respecting the youth's response. (i.e. "Can I help you balance as you walk across the balance beam?")

* Taking into consideration the age or disability of the youth. (I.e. An adult staff member applying sunscreen to a 6 year old is an appropriate behavior, the same action may be deemed inappropriate for an older child such as a teenager unless specific conditions are present such as a documented disability. Another example of helping is a disabled youth participating in an activity that may require adult assistance with a clothing change).

* Adult level respect for expressed and implied personal privacy expectations of staff and youth participants.

* Responses affecting the safety and the well-being of the youth; e.g., a reassuring pat on a shoulder, comforting a youth in distress, reasonable restraint to prevent injury to him/herself or another youth.

* All CYS employees are required to model appropriate touching skills.

2. Inappropriate touching includes:

* Corporal punishment.

* Physical force used to control or change behavior (i.e. hitting or pinching)

* Tickling for a prolonged period of time.

* Fondling or molestation.

* Touch that satisfies an adult's own needs rather than a child's.

- Forced good-bye kisses or hugs.

- All forms of touch expressly prohibited in DOD youth programs. These behaviors may be considered child abuse and neglect and subject to the investigation.

ILLNESS CRITERIA FOR DENIAL OF SERVICES:

* The SAS/Day Camp Program is a "Well Child" Program and daily admittance is based on a child's ability to participate in all components of the program including outdoor play.

1. Children who appear to be ill or show visible signs of fever will be closely screened and may be denied admission based upon the following symptoms:

- a. Temperature in excess of 100.5 degrees auxiliary. Care will be denied when thermometer reads 100.5 degrees.

- b. Impetigo - red, oozing erosion capped with a golden yellow crust that appears “stuck on”.
- c. Scabies - crusted wavy ridges and tunnels in the webs of fingers, hand, wrist, and trunk.
- d. Ringworm - flat, spreading ring-shaped lesions appearing on body or scalp.
- e. Chicken Pox - crops of small blisters on a red base that become cloudy and crusted in two to four days.
- f. Head Lice - nits (white dots) attached to hair shafts.
- g. Strep throat: proven throat culture that has not been under treatment for at least 24 hours.
- h. Conjunctivitis (Pink Eye) - red watery eyes with thick, yellowish discharge, puff appearance.
- i. Persistent cough, severe diarrhea, or vomiting.
 - (1) Severe Diarrhea is defined as water-like in consistency; or when there are more than 3 stools in 1 hour. If stool is associated with a fever and/or vomiting or fits the above description, the parent should be called to pick up the child.
 - (2) Persistent cough is defined as cough that has been present for 7 days and/or interferes with child’s activity.
 - (3) Persistent vomiting is defined as 2 or more episodes in 24 hours or when fever and/or diarrhea coexist.
- j. Symptoms of other contagious diseases such as measles, mumps, hepatitis, scarlet fever, and strep infection.
- k. Chilling or profuse sweating (not weather related). Inability or complains of not feeling well enough to participate in daily activities.
- l. Pinworm infestation: itching of anal area, especially at night. Staff may notice the child scratching at the anal area.
- m. Children who develop minor health problems after admission will be handled in the following manner:
 - (1) CYS personnel will notify the parent when the child becomes ill or injured while in care. If parents cannot be located, the emergency notification designee will be contacted.

- (2) Ill children will remain isolated away from the other children until parent or designee picks up the child (within a reasonable time up to one hour). In extenuating circumstances, this time may be extended. This will be evaluated on a case-by-case basis.
- (3) If there is a question about the course of action to be taken, the Community Health Nurse (CHN) should be consulted.

2. Children with a **WAIVER OF IMMUNIZATION** (refer to page 5 in this handbook) will be excluded from the program in the event of a vaccine preventable communicable disease outbreak.

READMISSION GUIDELINE

The readmission guideline is as follows: A child may return to the CYS when the staff is presented with a Child Illness/Injury Readmission Record signed and stamped by a physician, physician assistant, or nurse practitioner, stating the child has sufficiently recovered from that illness. Any recommendations for limited activity or observations to be made should be specified. Children are readmitted after illness only when their presence does not endanger the health of other children. Children may be readmitted to the CYS program without a medical statement providing the following conditions exist:

- a. Fever has been absent for 24 hours without the use of Tylenol or other fever-reducing medication.
- b. Nausea, vomiting, or diarrhea has subsided for 24 hours.
- c. If started on an oral medication, the parent must give the first 24 hours of medication at home before the child may return
- d. All chicken pox lesions are dry and crusted; this usually occurs five to six days after onset but varies from person to person.
- e. Scabies is under treatment for 24 hours.
- f. Lice are under treatment and no nits are present.
- g. Pinworm treatment has occurred 24 hours prior to readmission.
- h. A lesion from impetigo not draining or no longer weeping and child is under treatment for 24 – 48 hours.
- i. Conjunctivitis has diminished to the point that the eyes are no longer discharging.
- j. Ringworm has been under treatment for 24 hours and area is covered with a bandage or clothing (if at all possible).

- k. The child has completed the contagious stage of the illness. A note from the physician may be required for some diagnoses, but not all illnesses.
- l. Child has met the above criteria and feels well enough to participate in CYS activities.
- m. The child/ren with a **WAIVER OF IMMUNIZATION** are no longer medically threatened by a vaccine preventable communicable disease outbreak.

ADMINISTRATION OF MEDICATION:

Procedures

- a. Parents will be encouraged to administer medications to their children whenever possible. If unable to do so, medications will be administered in the CYS setting. Medication will only be given when the prescription indicates specific times that fall within the child's CYS participation time.
- b. Parents are required to notify the program of the name of medications and the reason that they are administered. Designated CYS staff and all FCC providers are authorized to administer medication within CYS programs according to the physicians instructions, ONLY after receiving prior specialized training (medication administration class).
- c. Medication will be administered to children enrolled within regular full-day, part-day or school-age programs. Medication may be administered in other programs with an exception to policy when no other reasonable alternative exists.
- d. All medication will be kept in one centrally located cabinet out of the reach of children and stored according to instructions. Medication requiring refrigeration will be isolated within the refrigerator in a separated locked container.
- e. Only physician prescribed oral medication will be administered (with the exception of basic care items (see page in this handbook for Basic Care Medication List)). The child must have received the prescribed dosage for at least 24 hours prior to medication administration unless it is ordered by prescription (prescription must be with the item) or is on the list of approved basic care items. Physician prescribed medication and special therapeutic procedures not on the approved medication list must receive an exception to policy from the CHN. Special training to CYS staff will be required prior to administration.
- f. All medication administered by CYS staff will be recorded on DA for 5225-R, the CDS Medication Dispensation Record. Each medication requires a separate form that may be used for one calendar month. The form will be maintained and filed in each child's record monthly when the medication administration period is complete. A new DA Form 5225-r will be initiated for medication that goes into the next calendar month.

g. Written permission on DA Form 5225-R must be obtained from a parent or guardian before administering medication.

h. All medication will be in the original container with a childproof cap labeled with the start and end date, child's name, physician's name, name of the medication, dosage strength, and instructions for use. The prescription may only be written for one child. Medication will not be used beyond the date of expiration.

i. A child will not be forced to take a medication if he/she refuses it. The parent will be notified, and the refusal will be noted on DA Form 5225-R.

j. Medication will be administered to only one child at a time in an area away from other children. Only one medication will be poured at a time.

k. Identification of the child will be verified before medication is given.

l. The label on the medication will be read carefully and compared to the DA Form 5225-R before administering to the child. If there is any doubt as to the amount or time to be administered, we will withhold the medication and contact the parent and notify the CHN as soon as possible.

m. The dosage of medication cannot be altered from the prescription label. Parent(s) will provide the appropriate measuring device or medicine spoons for the child's age, such as standard disposable medicine cups, syringes, or medicine spoons for administering medications. Household silverware will not be used.

n. The time that the medication is given and the initials of the person administering the medication will be entered immediately on DA form 5225-R. The initials verify proper procedures for administering medication have been followed.

o. Medication will always be called "medicine" or "medication", not ever as "candy".

p. If the child has difficulty in taking a solid medication (pill or capsule), suggest to the parent that the physician be contacted to obtain a prescription for the medication in liquid form if possible.

q. . If a child spits up a medication, we **will not re-administer the medication**. We will call the parents and inform them. The occurrence will be documented on the DA Form 5225-R along with the time and the caregiver's initials.

r. Medication will be returned to the parent at the end date or upon termination of the child's attendance in the CYS program. Documentation of return of medicine to parent should be written on medication card. Medications being returned to parents will not be placed in diaper bags or back packs. **DO NOT DISPOSE OF MEDICATIONS IN THE TRASH.**

s. Medications that are prescribed as PRN (as needed) will not be given in CYS programs unless a SNRT case review or CHN provides an exception to policy.

t. Tylenol or Ibuprofen may be given if ordered by a physician, with specific dosage and time sequence, not “as needed”. These medication will not be given to control fever in a CYS setting.

u. Only medications on the CYS Approved Medication List (antibiotics, antihistamines and decongestants) (Appendix D) may be routinely administered. No eye, ear, or nose drops or suppositories are to be routinely administered (would require an exception to policy and specialized training). Other physician prescribed medication may be administered if given an exception to policy by the CHN with special instruction or training provided to the CYS personnel.

BASIC CARE ITEMS:

- a. Basic Care Items are over the counter items for prevention of sunburn, lip protection and the like.
- b. The parent must purchase and supply the preferred item. The parent must label the container with the child’s complete name and complete a CYS Division Basic Care Item Treatment Sheet (Appendix B). One sheet may be completed for each Basic Care item and is valid for four month intervals. Documentation of use for these items will be made on the Basic Care Item Treatment Sheet.
- c. The use of over-the-counter items will be limited to those identified on the Approved Basic Care Medication List (appendix E).
- d. The basic care items will be stored out of the children’s reach in each room.
- e. Procedure for sunscreen:
 - (1) The use of non-prescription sunscreen will be limited to those with a Sun Protection Factor (SPF) of at least, offer both UVA and UVB protection and be PABA and fragrance free. Sunscreens may not contain insect repellents.
 - (2) CYS personnel will wear gloves and apply sunscreen to children under first grade. Gloves will be changed for each new application. Older children may apply their own sunscreen but will be supervised. CYS personnel will apply sunscreen to the facial area of the children and will use care to avoid the eyes. Sunscreen should be applied to all skin areas exposed to the sun and may need to be re-applied if exposure to the sun is prolonged and/or the children are involved in water play activities.
 - (3) SAS and YS children may carry and apply their own sunscreen and lip protection. Parents must complete the Basic Care Treatment Sheet giving the child permission to use these items. These products will be labeled with the child’s/youth’s name.

- (4) CYS personnel should ensure that direct exposure to sun is limited in the summer months between 1000 and 1400 when the sun's rays are most intense. The use of hats or caps and lightweight, loose fitting clothing is encouraged.
- d. Procedure for administration or self-administration of prescription medication to school age children (SAS):
- (1) The parent or guardian will bring in the medication the day before to the SAS or YS facility and give to a management staff member for storage. The school-age child will not be permitted to keep the medication on him or herself, in a book-bag, pocket, etc. Non-compliance will result in immediate parental or guardian notification concerning the situation.
 - (2) School Age children fifth grade or older may self-administer medication in the presence of a designated staff member. The parent will indicate on the DA Form 5225-R that the child is responsible to take own medication (under supervision).
 - (3) DA Form 5225-R will be completed by the parent or guardian for each medication prior to giving/monitoring a medication administration. The form will be maintained and filed in each child's record monthly or when the medication administration period is complete. A new DA form 5225-R will be initiated for medication that goes into the next calendar month.

